REGULAR MEETING MINUTES
May 14, 2009

Trustees Present:
John Freeman, President
George Eckman, Secretary
James Roth, Treasurer
Lynne Chadey
Shannon Honaker

Also Present:
Karla Leach, College President
Marty Kelsey, VP for Administrative Services
Ken Fitschen, VP for Student Learning
Jackie Freeze, VP for Student Success Services
Laurie Watkins, Assoc. VP for Student Success Services

Trustees Absent:
Dick Boettcher, Vice President
Clark Stith

Marilyn Bracken
Paul Johnson
Anne Shipman
Carla Hester-Croff
Colin Benae
Sarah Matteson
Juan Pena
Zoe Taylor
Darren Fowler
Taylor Doroha
Zack Johnston
Marianne Bawden
Sarah Bawden
Josh Aremetier
Kandy Frink

REGULAR BOARD OF TRUSTEES MEETING

I. AGENDA
A. Call to Order
The regular meeting of the Western Wyoming Community College District Board of Trustees was called to order at 7:40 p.m., Thursday, May 14, 2009, in Board Room 3060, President John Freeman presiding.

B. Approval of Agenda
1. Trustee Chadey made a motion to move the Executive Session for Personnel issues to directly follow the reports, and to approve the agenda as amended. Motion approved by vote.

II. REPORTS
A. Association of Student Government
None.

B. WWCC Senate
Ms. Carla Hester-Croff, Assistant Professor of Information Technology, gave a brief report on behalf of the WWCC Senate. Ms. Hester-Croff reported that new Senate members had been elected and that faculty loads and summer hours had been finalized. Ms. Hester-Croff said that the safety committee participated in a mock shooting at the Green River High School and hopes to have a mock disaster on the WWCC campus. The Board thanked Ms. Hester-Croff for her report.
C. Paraprofessional Association
Ms. Anne Shipman, Paraprofessional Association Chair, gave a brief report to the Board. Ms. Shipman said that the paraprofessionals were grateful for the pay raise and for being allowed input in the Administrative matters of the college and the strategic plan. Ms. Shipman also said that Ms. Anna McClure would be the Chair for 2009-10. Ms. Shipman invited the Board to the end-of-the-year potluck on May 20th. The Board thanked Ms. Shipman for her consistent attendance during Board meetings.

D. Marilyn Bracken – Business/OIS
Ms. Marilyn Bracken, Business/OIS Division Chair, gave the annual report for the division. Ms. Bracken began her report by telling the Board that, with the exception of the Exercise Science program, every Business/OIS degree program can be completed entirely online. Ms. Bracken said that WWCC has continued its relationship with Franklin University and that 2 of WWCC’s graduates for 2009 will also be Franklin graduates. Ms. Bracken also said that the Business department had recently completed its first 3 year cycle with AQIP. Ms. Bracken said that although the process has been difficult, it has been very valuable in setting goals and providing measurements for those goals. Ms. Bracken said that the Computer Science program has provided interns for the Sweetwater County Sheriff’s Department and that one of those interns developed WWCC’s virtual tour. Ms. Bracken went on to say that WWCC’s own Webmaster was a graduate of WWCC’s Computer Science program. Ms. Bracken reported that a new certificate will be offered in the Computer Science department. Ms. Bracken said that the OIS department will be updating its entire program, including the name. Ms. Bracken said that new interactive screen capture software called ‘Jing’ is available which allows an online instructor to employ a visual aid to their lectures. Ms. Bracken said that students in the Exercise Science program have achieved a 100% pass rate for the ACE Exam. Ms. Bracken said that the department gained a new faculty member, Mr. John Liccardo and has also purchased new equipment that is normally not available to students at this level. Ms. Bracken said that WWCC Exercise Science students will be well ahead of other students.

Ms. Bracken said that in the area of student highlights, Mr. Hau Nguyen was voted Outstanding Graduate for 2009. Ms. Bracken said that Mr. Nguyen was a Business program student. Ms. Bracken said that faculty highlights included new faculty member Perry Ninger who will soon take the CPA exam; adjunct faculty member Cheryl Patek, who will receive her master’s degree next week; Sara Narramore, who received her bachelor’s degree recently; Carla Hester-Croff, who received the extra mile award for faculty; and Brandi Moore, who is working on her MBA and will be the new Division Chair.

Trustee Honaker said that Ms. Bracken’s reports are all outstanding, that the opportunities provided for Business division program students are extraordinary, and thanked Ms.
Bracken for her commitment and her time. Trustee Honaker said that there is a direct correlation between the outstanding services provided, and the bright students graduating from business division programs. Secretary Eckman applauded Ms. Bracken’s many years of dedicated service to WWCC.

E. Paul Johnson – Technology & Industry

Mr. Paul Johnson, T&I Division Chair, gave the annual report to the Board. Mr. Johnson said that the division is growing. Mr. Johnson said that the addition of the Diesel Mechanics lab has allowed other programs more room. Mr. Johnson said that the additional room, enhanced by the removal of a dynamometer which was obsolete, allowed the creation of side by side labs. Mr. Johnson said these labs have increased the efficiency of the programs. Mr. Johnson reported that new vehicle lifts had been installed in the labs. Mr. Johnson said the replacement lifts use air instead of oil. Mr. Johnson also said that the addition of new hand-held scan tools will allow students in the Automotive program to be well ahead of even veteran mechanics in operating the diagnostic devices. Mr. Johnson went on to say that a NATF preparation course has been added to the Automotive program curriculum. Mr. Johnson said that in order to become ASE certified a mechanic must first be NATF certified. Mr. Johnson reported that the Compression Technology program received several beneficial equipment donations. Mr. Johnson said that the Oil & Gas Production Technology program had received a recent donation of equipment which will allow the instructors to create more problem solving scenarios for the students. Mr. Johnson said that T&I programs will need to have more cross-training curriculum, such as including Compression Technology coursework in the Oil and Gas Production Technology program. Mr. Johnson said that the Diesel Technology program had moved into the new lab, which includes classroom and storage space. Mr. Johnson also said that this new lab reduces the noise level and has an extensive exhaust system to remove exhaust fumes from the area. Mr. Johnson went on to say that enrollment is increasing in the Electrical and Instrumentation programs. Mr. Johnson reported that the format for those courses was changed from self-paced study to 5 week block courses. Mr. Johnson said that the instructor is actively seeking donations to update the equipment in the electrical/instrumentation lab. In the Oil & Gas Production Technology program, Mr. Johnson reported that a new ‘cut-away’ had been donated by JW Williams & Shell which allows more capability for adjustment which closely resembles a working unit. Mr. Johnson reported that the Industrial Maintenance program has been able to expand because of the extra room created by the new diesel lab. Mr. Johnson said that the program will be some new equipment. Mr. Johnson also said that enrollment in the Welding Technology program is increasing and that quite often all of the welding booths are busy. Mr. Johnson said that the welding lab needs a new filtration system to improve the air quality.
Trustee Chadey congratulated Mr. Johnson on the success of the programs and for his continued pursuit of partnerships with industry and the community. Trustee Chadey said that graduates of the programs enter the workforce ready for ‘real world’ work. Mr. Johnson said that the T&I programs would not exist without the industry and community partnerships, saying that it is a circle. The Board thanked Mr. Johnson for his report.

III. EXECUTIVE SESSION
Secretary Eckman made a motion to recess the regular meeting to enter into Executive Session for a personnel issue. The motion was approved by vote. The meeting was recessed at 8:15 p.m.

Secretary Eckman made a motion to reconvene the regular meeting. The motion was approved by vote. The meeting was reconvened at 9:25 p.m.

IV. MINUTES
A. Approval
   1. Secretary Eckman made a motion to accept the minutes of the April 20, 2009 meeting as presented. The motion was approved by vote.

V. FINANCIAL REPORTS/TRANSACTIONS
A. Clearing Accounts and Electronic Funds Transfers
   Treasurer Roth moved to ratify the Clearing Accounts as designated in the amount of $1,932,517.51 and the Electronic Transfers as designated in the amount of $288,199.22 for a grand total ratification of $2,220,716.73. Motion approved by vote.

<table>
<thead>
<tr>
<th>Clearing Accounts</th>
<th>Warrant Nos.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vouchers</td>
<td>218972 through 219387</td>
<td>$943,546.48</td>
</tr>
<tr>
<td>Payroll</td>
<td>109418 through 110037</td>
<td>$451,717.66</td>
</tr>
<tr>
<td>Advices</td>
<td>009023 through 009152</td>
<td>$537,253.37</td>
</tr>
<tr>
<td>Total – All Clearing Account Warrants</td>
<td></td>
<td>$1,932,517.51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electronic Funds Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll Tax Payments to I.R.S.</td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>US Bank</td>
</tr>
<tr>
<td>A/C# 147497000116</td>
</tr>
</tbody>
</table>

Bank to Bank Transfers
Investment Transfers

Total Electronic Funds Transfers $288,199.22

GRAND TOTAL FOR BOARD RATIFICATION $2,220,716.73

(Copies of Warrant Registers are filed in the Addendum and become a part of the official Board Minutes.)
VI. RECOMMENDED ACTION

A. Old Business
None

B. Consent Agenda

1. Employee Resignation, Coordinator of Marketing and Public Information

Joanna Fritz has been employed as the Coordinator of Marketing and Public Information since 9/05/2007. She has done an excellent job for the College in this role. She has been instrumental in many of the marketing campaigns and has done a good job building relationships with the media, students, and the College community. We will miss her and wish her well in her new adventures. Joanna has resigned her position to relocate to Texas where her husband is now employed.

Recommendation
To accept the Resignation of Joanna Fritz effective May 15, 2009.

2. Revision to Board Procedure 5430C, Non-Academic Grievance, First Reading

This procedure was last revised in 1988. Some minor language updates were necessary. A little more detail was added to make the procedure as clear as possible for the student who might be using it and for the Student Affairs Appeals Board. This policy was originally used primarily for housing violations but has since been utilized for a variety of campus disciplinary issues. Clarification was also needed in the process of housing evictions so that it is congruent with other College policies. The Administration is recommending revisions to this procedure to reflect the minor changes in language and procedure and to clarify the process for on-campus housing evictions. The College’s Policies and Procedures committee approved the revisions with a few minor wording changes. Again, the administration is recommending the wording as indicated in the revised procedure included in the addendum.

Recommendation
None. First reading only.

3. Acceptance of Re-Employment Contracts for FY 2009-10

During the regular meeting of the Board of Trustees held on April 20, 2009, per the recommendations of the College President, authorization was given to the Administration to extend re-employment contracts to those employees recommended for re-employment for FY 2009-10. Contracts were sent out for signature on April 21st, 2009 and are due back into the Human Resources Office by May 20th, 2009.
Recommendation  
To accept and execute the 2009-10 re-employment contracts received by the Administration.

4. **Authorization to Solicit Competitive Bids for Replacement of Third Floor Carpeting**  
The Administration has determined that it is time to replace the carpeting on the 3rd floor of the Rock Springs campus. It is the original carpet and after 22 years, is showing a lot of wear and tear. Over the past few months, the Administration has worked to select a carpet type and color. The estimated cost of the project is $65,000. Major Maintenance funds are budgeted and available for this project. It is anticipated that bid results and a recommendation will be presented to the Board at the June meeting.

Recommendation  
To authorize the Administration to solicit competitive bids for the replacement of carpeting on the 3rd floor on the Rock Springs campus.

5. **Bid Quotations, Unit M (Cafeteria Hill) Landscaping**  
At the March meeting of the Board of Trustees, the Board authorized the Administration to solicit competitive bids for landscaping the Unit M (Cafeteria Hill) area. Bids were opened on May 5th. Bids were received from: MD Nursery and Landscaping, Driggs, Idaho, in the amount of $197,218.00; Roth Landscaping, Riverton, Utah, in the amount of $189,335.00; and Urban Farmer, Thornton, Colorado, in the amount of $181,671.02. The Administration recommends that the low bid be accepted. Funds are budgeted and available to pay for this project. It is projected that this project will be completed in September, 2009.

Recommendation  
To accept the low bid submitted by Urban Farmer, Thornton, Colorado, in the amount of $181,671.02, per bid specifications, for the landscaping of the Unit M area (Cafeteria Hill).

Trustee Honaker made a motion to accept the Administration’s recommendations on the consent agenda. Motion approved by vote.

C. **New Business**  
1. **FY 2009-10 Tentative Budget**  
Wyoming Statutes require that Western Wyoming Community College’s governing board review the Tentative Budget by May 15th of each year. The budget is presented for discussion purposes only; the Board is not required to take any action. In the budget summary section, included in the addendum, the Board will find a comparison of FY 2008-09 actual revenues and expenditures through April 20, 2009,
together with the Tentative FY 2009-10 Budget. The Board of Trustees has the opportunity to meet in workshop session again, if desired, and offer comments and direction to the Administration.

Recommendation
None. No action required.

Vice President Kelsey gave a brief explanation of the tentative budget. Vice President Kelsey said that although a decrease in state aid is expected, WWCC is in good shape overall and Administration has no major concerns. Both Secretary Eckman and Trustee Honaker expressed the desire to have some budget information clarified at the next regular Board workshop.

2. President’s Re-Employment Contract for FY 2009-2010
During the regular meeting of the Board of Trustees held on April 20, 2009, authorization was given to the Administration to extend re-employment contracts to those employees recommended for re-employment for FY 2009-2010. When employee contracts were sent out for signature on April 21, 2009, the Board and the President had not concluded discussions on the President’s employment contract. Those discussions were held in Executive Session during the May 14, 2009, meeting.

Recommendation
To approve the College President’s re-employment contract for FY 2009-2010.

Dr. Leach gave a brief explanation of the Presidential employment contract. Trustee Chadey made a motion to approve the President’s re-employment contract for 2009-10. The motion was approved by vote with Treasurer Roth voting against.

3. Employment Contract, Sociology Instructor
The Human Resources Office conducted a national search commencing in March 2009 for an Associate Professor of Sociology. The Human Resources Office received 21 completed applications for this position. The Professional Standards Board conducted three formal interviews for this position. The Professional Standards Board unanimously recommends that Dr. Stephen Miraglia be offered an employment contract for this position. Dr. Miraglia holds a Bachelor of Arts degree in Sociology from Wheaton College, Wheaton, Illinois. Dr. Miraglia holds a Master of Arts degree and a PhD in Sociology from Arizona State University, Tempe, Arizona. Dr. Miraglia was an Assistant Professor of Sociology at Utah Valley State University for six years. Dr. Miraglia’s contract details would be as follows: Annual Salary: $55,892.00 for a 9 month contract;
Recommendation
To offer an employment contract to Dr. Stephen Miraglia of Pleasant Grove, Utah, for the position of Associate Professor of Sociology for the period August 13, 2009 through May 21, 2010.

Vice President Fitschen gave an explanation of the employment contract. Treasurer Roth made a motion to offer an employment contract to Dr. Stephen Miraglia as described above. Motion approved by vote.

4. Employment Contract, Nursing Instructor-Evanston
The Human Resources Office conducted a national search for a Nursing instructor commencing in March, 2009. The Human Resources Office received one completed application for this position. The Professional Standards Board conducted one formal interview for this position. The Professional Standards Board unanimously recommends that Tammy Krell be offered an employment contract for this position. Ms. Krell holds an Associate of Science Degree in Nursing from Western Wyoming Community College and a Bachelor of Science Degree in Nursing from the University of Wyoming. Ms. Krell is currently working toward a Master of Science Degree in Nursing through the University of Phoenix. Ms. Krell has been employed as a part time instructor at Western Wyoming Community College for the past three years. Ms. Krell is currently employed as the Clinical Service Manager at the South Lincoln Medical Center in Kemmerer, Wyoming. Ms. Krell’s contract details would be as follows: Annual Salary, $47,369.00 for a 9 month contract; Fund, Unrestricted Operating Fund; Rank, Instructor; Column Placement, Column I.

Recommendation
To offer an employment contract to Ms. Tammy Krell of Kemmerer, Wyoming for the position of Instructor of Nursing-Evanston for the period August 13, 2009 through May 21, 2010.

Vice President Fitschen gave an explanation of the employment contract. Vice President Fitschen said that this position is funded through the Wyoming Investment in Nursing (WYIN) program. Trustee Chadey asked for clarification on where Ms. Krell would be teaching. Trustee Honaker asked what kind of contractual obligations are imposed for instructors who have not obtained the required Master’s degree. Vice President Fitschen said that an addendum is added to the employment contract that requires adequate progress towards the Master’s degree each year. Vice President Fitschen said that employees are allowed the estimated length of the program to earn the
degree, saying that if the Master’s degree program is a 3 year program, then the employee is given 3 years to complete the program. Secretary Eckman made a motion to offer an employment contract to Ms. Tammy Krell as described above. Motion approved by vote.

VII. INFORMATION/PROPOSALS
A. Visiting Delegations
   None
B. Questions/Media/Public
   None
C. President/Staff
   Vice President Freeze asked that any Board members participating in the commencement exercises arrive at 6:30 p.m. in the main hallway. Vice President Freeze said that the ceremony will begin at 7:00 p.m.
D. Trustee Questions/Topics
   Trustee Honaker asked to have a workshop or special meeting dedicated to Policy Review in the near future.
E. Topics for Future Workshop Agendas
F. Executive Session – Legal/Personnel – Moved to Item III

VIII. FUTURE BUSINESS
A. WWCC Commencement will take place on Friday, May 15, 2009 at 7:00 p.m., in Rushmore Gymnasium.
B. The ACCT’s Governance Leadership Institute will be held on June 12-14, 2009, in Washington, D.C.
C. The next regular Board of Trustees workshop will be held on Thursday, June 18, 2009, at 6:00 p.m., in Board Conference Room 3071, Rock Springs Campus.
D. The next regular Board of Trustees meeting will be held on Thursday, June 18, 2009, at 7:15 p.m., in Board Room 3060, Rock Springs Campus.
F. WWCC’s 50th Anniversary Celebration is scheduled for the week of September 28-October 4, 2009, with the Anniversary Gala scheduled for October 3, 2009 at the Holiday Inn.

IX. ADJOURNMENT
Having no further business to act on, President Freeman adjourned the regular meeting at 9:55 p.m.
NOTE: Additional information (tapes and/or addenda) from this meeting is available in the Board Office.

Above recorded by:

_____________________________
Kandy Frink

____________________________________
WWCC Board President

____________________________________
WWCC Board Secretary